

CFSC-AFS

MEMORANDUM FOR Armed Forces Coaches and Team Captain

SUBJECT: Letter of Instruction (LOI)

1. This LOI outlines the responsibilities of coaches and team captains who are associated with Armed Forces Sports teams. It summarizes standards of conduct and emphasizes several expectations that must be understood prior to accepting one of these crucial positions. Anything less than full compliance may result in removal from the position.
2. The Armed Forces Sports Council dictates policy for selection of an Armed Forces team coaching staff. The host installation project officer in conjunction with the host service working group member has responsibility for selecting a team captain for higher-level competition. Individual should be familiar with travel orders and booking airline flights.
3. An Armed Forces team is a highly visible representative of the military to many civilian and other military organizations. As a leader of an Armed Forces Sports team you are expected to ensure the following:
 - All team members must arrive at the Armed Forces training site on-time, with proper uniforms, current passports, and necessary paperwork for overseas travel. If any athlete, coach, or team captain fails to comply, they will be removed from the official roster and sent back to their home station.
 - Grooming standards for active duty coaches, trainers, players are maintained at or above military standards.
 - Ensure all team members are on their best behavior at all times. Team members represent their Service and the Department of Defense and are expected to enhance the prestige of the Armed Forces and its traditions.
 - The Armed Forces team captain and coaches must show complete impartiality to all team members regardless of original service. For coaches, the best players and team must be put forward. The opportunity to coach the Armed Forces team must not be abused or used to develop allegiance from players selected from the coach's respective Service, or be used to endorse any double standards for these players.
 - Team captains or coaches of an Armed Forces team must know the whereabouts of all team members at all times. All coaches and players must billet at the same location provided by the hosting agent unless the entire team is relocated due to unsafe or unsanitary conditions.
 - No leave is granted to team members during the training camps or competitions without service headquarters approval.
 - Team captains must closely monitor athletes in applicable sports to ensure competitive weight is maintained.
 - All coaching staff must be present during the entire event, to include any trial/training camps, scrimmages, and competitions. The coaching staff and team captain must travel with the team to all games and functions. The team captain must be at the training camp and the competition if the team is not located on a U.S. Military Installation. If on a U.S. military installation and all parties agree, the local sports director may assist with administrative needs until the team captain joins the team.
 - The team captain must work with the coach to ensure all athletes have checked out of the billets/hotel, paid any personal obligations incurred during stay, and ensure all vehicles are returned. No athletes should ever be allowed to remain at a championship once the team has departed (unless the individual has official documentation authorizing leave in the local area), even if their travel order dates take them through the completion of the event. The coach and team captain must be the last to depart a competition.

- The Armed Forces Sports Office issues clothing for all members of a delegation. It is mandatory for athletes to wear these items in a competition setting or to official CISM events. Athletes are responsible for keeping their uniforms and warm-ups for the entire year's competition cycle. Competitive basketball uniforms must be returned to Fort Indiantown Gap, PA. Delegation must wear khaki slacks and Armed Forces polo shirt to all informal banquets and functions. If traveling overseas, the team should wear the khaki slacks and polo when initially arriving. The coach and team captain must enforce this
- CISM championships require the U.S. team to act as an ambassador while in the host country. The U.S. team must strive to uphold the CISM motto "friendship through sport." All official functions are mandatory attendance by all in the delegation and proper attire must be worn. Class A uniforms are required.
- All team members competing at overseas locations are to be instructed on their individual responsibilities for obtaining passports well in advance of the training camp dates. Service headquarters are responsible for ensuring their athletes have proper TDY/TAD orders and passports. The Armed Forces Sports Office will be available to assist in an emergency situation.
- All delegation members (to include coach and team captain) have received the level I Anti-Terrorism briefing for OCONUS travel. As a follow-up, all delegation members have gone to the web site www.dtic.mil/jcs/force_protection/level_1.html to receive a refresher training needed each year before traveling OCONUS.

4. Any non-compliance of the expected standards of conduct by anyone representing the Armed Forces during higher-level trial camp or competition will result in corrective action as determined by the Armed Forces Sports Working Group. Actions may include, written reprimand, removal from official roster for that event, removal from the Armed Forces Sports program for one (1) year, or permanently prohibited from participating in the Armed Forces Sports program.

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I have read and fully understand my duties and responsibilities as a team captain or team coach as outlined in the Letter of Instruction, CFSC-AFS Memorandum For Armed Forces Coaches and Team Captains.

Printed Name: _____

Date: _____

Signature: _____

Sport: _____